

YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS

DUTY STATEMENT

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| CLASSIFICATION TITLE: Information Technology Specialist I | DIVISION NAME: Information Technology Division, Project Management Office, Governance Services Section |
| WORKING TITLE: Project Manager/Change Control Lead | POSITION NUMBER 333-350-1402-070 |
| EMPLOYEE NAME: VACANT | EFFECTIVE DATE: 03/07/2023 |

You are a valued member of the Department of FISCAL team. You are expected to work cooperatively with team members and others to enable the project to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under direction of the Information Technology Manager I (ITM I), Governance Services Section, and working as a member of a multidisciplinary project team, the Information Technology Specialist I (ITS I) works as a project manager and change control lead responsible for managing all processes and desk reference manuals for change control as well as other areas of the Governance Services Section. The ITS I leads a wide variety of complex technical and analytical tasks relative to project risk management, issue management, scope management, change control, requirements, and configuration management. The ITS I articulates and implements processes, facilitates discussions or meetings, and provides status updates, coaching and mentoring to other project team members.

The duties for this position are focused in the Information Technology Project Management domain; however, work may be assigned in the other domains as needed.

SUPERVISION RECEIVED

Reports directly to the ITM I.

SUPERVISION EXERCISED

None however may be assigned in a lead capacity as a Project Manager, Project Coordinator or Scrum Master.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

| <u>% OF TIME</u> | <u>ESSENTIAL FUNCTIONS:</u> |
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| 40% | Project Manager on a Subproject or Assignment <ul style="list-style-type: none">• Develop and lead project management plans for change control, Operational Decision Making Framework, requirements management, and risk and issue management including activities related to project oversight management.• Conduct project meetings and develop reports and briefing documents for Project Management Office management.• Define the project activities, goals, objectives, product vision, product roadmap, release plan, and responsibilities necessary to effectively and efficiently manage and coordinate changes to scope, schedule, and cost baselines throughout the project life cycle.• Develop documents such as the Project Charter, RACI (Responsible, Accountable, Consulted, Informed) charts, Communication Plan, and work breakdown structure to project members.• Identify the most suitable method of delivery for assigned work effort including Waterfall or Agile development activities.• Develop and interpret project schedules including gantt charts and other agile tools such as burn-up and burn-down charts.• Provide analysis of oversight findings and related project activities, and make recommendations to the ITM I regarding compliance with policies and requirements. |
| 30% | Project Execution and Reporting <ul style="list-style-type: none">• Serve as the central point of coordination and communication for each project assigned.• Work with multiple stakeholders and cross-functional teams to develop mission critical/sensitive reports.• Ensure alignment with project goals/requirements.• Ensure the project team adheres to the established delivery framework.• Monitor project implementation and identify possible need for course correction by using data driven methods, such as reports and metrics to ensure the project is on schedule and communicate this information to stakeholders.• Provide Information Technology Division (ITD) leadership with project updates; promote proactive project decision making to ensure that the objectives for the project are achieved. |

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| | <ul style="list-style-type: none"> Review and facilitate approval of the changes that impact requirements, schedule, scope and cost are made using the standardized change control processes and procedures. Mitigate risks and resolve issues; escalate any risks and issues that cannot be resolved by the project team. |
| 25% | Oversight <ul style="list-style-type: none"> Lead the Oversight Report Response team as it relates to findings or concerns raised by the Independent Verification and Validation and the Independent Project Oversight teams by facilitating project responses and action plans. Analyze responses and document updates made by the oversight teams. Follow up with cross-functional staff to ensure timely responses to findings and concerns. Contribute to the planning of the overall response strategy by facilitating meetings and recording minutes. Conduct/facilitate meetings, presentations and/or briefings between oversight personnel and all levels of FI\$Cal management to address and resolve oversight findings. Provide analysis of findings and related project activities, and makes recommendations regarding compliance with policies and requirements. Support the audit process by working directly with various divisions and the ITD leadership to address project related findings. |
| <u>% OF TIME</u> | <u>MARGINAL FUNCTIONS</u> |
| 5% | <ul style="list-style-type: none"> Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments. |

REQUIRED SKILL SETS

Knowledge of: Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Ability to: Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively

influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check is required.**

WORKING CONDITIONS

The incumbent will need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back up, as necessary, to ensure continuity of department activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a fax, copier, telephone, computer and general office equipment, as needed. This position requires use of a hand-cart to transport documents and/or equipment up to 20 pounds (i.e., laptop computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

H/R Analyst _____

Date Revised: 3/30/20